

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF LOUISIANA**

**FOR ATTORNEYS WHO ARE TRAINED
IN OTHER DISTRICT OR BANKRUPTCY COURTS**

The Western District of Louisiana requires that an attorney attend a training class on electronic filing before being issued a login and password. Weekly training classes are held in all 5 divisional offices. Attorneys can sign up for training online through the court's website at www.lawd.uscourts.gov. However, an attorney trained in another district or bankruptcy court using ECF may waive training in this court. Attorneys may waive training by submitting the following items:

1. Registration Form. (Located on website)
2. Waiver form (**click here**) or a letter addressed to the Western District of Louisiana explaining what ECF District Court they have been electronically filing in or have received training.

The above items should be mailed to: Pam Mitchell, ECF Coordinator, U.S. District Court, Western District of Louisiana, 300 Fannin Street, Suite 1167, Shreveport, LA 71101. Items may also be faxed to Pam Mitchell at (318) 676-3962.

If appropriate, a login and password will be issued to the attorney in due course. For all questions regarding this or other ECF matters, please call Pam Mitchell at (318) 676-4232.